

## **3 FAH-1 H-3300 LEAVE ADMINISTRATION**

### **3 FAH-1 H-3310 LEAVE**

This subchapter contains procedures and guidelines which implement the regulations published in 3 FAM 3310 and should be used in conjunction with that subchapter.

### **3 FAH-1 H-3311 DEFINITIONS**

*(TL:POH-18; 1-29-96)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corps - USDA)*

*(Applies to Foreign Service and Civil Service Employees)*

For purposes of Chapters 3 FAM 3300 , 3 FAM 3400 , and 3 FAM 3500 , and Chapters 3 FAH-1 H-3300 , 3 FAH-1 H-3400 , and 3 FAH-1 H-3500 , the following definitions apply:

**Accrued leave:** Leave earned by an employee during the current leave year that is unused at any given time in that year.

**Accumulated leave:** The unused leave remaining to the credit of an employee at the beginning of a leave year. For purposes of lump-sum payment, accumulated leave means the regular carryover balance from the previous leave year, and unused annual leave accrued during the then current leave year, plus any unused restored annual leave maintained in a special leave account.

**Approving officer:** Any officer-in-charge, or designee, who has general responsibility for the proper administration of leave regulations as they pertain to employees under that officer's jurisdiction.

**Decision officer:** The official designated by the head of the Agency to determine that an exigency of the public business or administrative error or sickness of the employee, when the annual leave was requested and approved in advance, caused forfeiture of scheduled annual leave, and to authorize its restoration for later use. (For USAID, see HB27, Chapter 3.)

**Exigency of the public business:** An operational demand beyond the control of an agency which could be sudden or could be anticipated and of such importance as to preclude (1) the use of scheduled annual leave and (2) any reasonable alternative to the cancellation of scheduled leave.

**Headquarters:** The Washington headquarters of the Department of State, U.S. Information Agency, the Agency for International Development, the Foreign Agricultural Service and the Animal and Plant Health Inspection Service of the Department of Agriculture, and the Department of Commerce, as appropriate.

**Leave laws:** Sections 6301-6311, 5 U.S.C.

**Leave year:** The period from the beginning of the first complete pay period in the calendar year to the beginning of the first complete pay period in the following calendar year.

**Missing status:** The status of an employee who is officially carried or determined to be absent in a status of missing, missing in action, interned in a foreign country, captured, beleaguered or besieged by a hostile force, or detained in a foreign country against the employee's will; but does not include the status of an employee for a period during which the employee is officially determined to be absent from post of duty without authority.

**Part-time employee:** An employee for whom there has been established in advance a regularly scheduled work week of 16 to 32 hours per week except as noted in FPM Chapter 340.

**Possessions:** The possessions of the United States, including the Virgin Islands of the United States, Guam, the Commonwealth of Puerto Rico, and the Northern Mariana Islands, and American Samoa.

**Restored annual leave:** Any scheduled annual leave which could not be used by an employee due to an exigency of the public business, administrative error (including failure to reschedule the leave by the official who cancelled it), or sickness of the employee, and which was forfeited and subsequently approved for recrediting by a decision officer.

**Scheduled annual leave:** Leave requested and approved in advance in writing on an SF-71, for use at specified periods of time.

**United States:** The 50 States and the District of Columbia.

### **3 FAH-1 H-3312 COMMUNICATIONS REGARDING LEAVE**

*(TL:POH-18; 1-29-96)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corps - USDA)*

*(Applies to Foreign Service and Civil Service Employees)*

Inquiries concerning leave policies, interpretations and clarification of regulations should be addressed to:

State	Bureau of Personnel, Office of Employee Relations (PER/ER).
USAID	Office of Human Resources, Policy Staff (M/HR/PS). For time and attendance reports, Office of Financial Management, Payroll Division (M/FM/P).
USIA	Foreign Service Division, Office of Human Resources (M/HRF), or Compensation and Benefits Division, Office of Personnel (B/PB).
Commerce	Office of Foreign Service Personnel.
USDA/FAS	HRD/FSA (see also 3 FASR 63 on Leave Administration).
USDA/APHIS	IS/RMS, Personnel.

**3 FAH-1 H-3313 THROUGH H-3319  
UNASSIGNED**